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**OTR**

**OFFICE OF TRAINING**

# **SCHEDULE OF COURSES**

**JANUARY — JUNE 1973**

Tentative: July-Dec. 1973

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	1973 Jan - Jun	1973 Jul - Dec
Administrative Procedures 3 1/2 or 5 days - full-time	29 Jan - 2 Feb 2 - 6 Apr 11 - 15 Jun	10 - 14 Sep 15 - 19 Oct 12 - 16 Nov
ADP Courses (OCS)	see page 14	
Advanced Intelligence Seminar 3 weeks - full-time	14 Mar - 3 Apr 30 May - 19 Jun	10 - 30 Oct
Advanced Operations 8 weeks - full-time	8 Jan - 2 Mar 2 Apr - 25 May	24 Sep - 16 Nov
25X1A [REDACTED] 2 weeks - full-time	14 - 25 May	5 - 16 Nov
Application of Information Science to Intelligence Functions 4 weeks - full-time	5 - 30 Mar	To Be Announced
Basic Operations 16 weeks - full-time	5 Mar - 29 Jun	17 Sep - 18 Jan 74
Budget Process (O/PPB) see Survey of Budgeting		
Chiefs of Station Seminar 2 weeks - part-time	5 - 16 Feb 9 - 20 Apr 4 - 15 Jun	Oct
China Familiarization 1 week - full-time	22 - 26 Jan 26 - 30 Mar 25 - 29 Jun	17 - 21 Sep 19 - 23 Nov
25X1A [REDACTED] 1 week - full-time	5 - 13 Mar 23 Apr - 1 May	Sep Nov
CIA Review 1/2 day - morning	9 Jan 13 Feb 13 Mar 10 Apr 15 May 12 Jun	10 Jul 14 Aug 11 Sep 9 Oct 13 Nov 11 Dec

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	1973 Jan - Jun	1973 Jul - Dec
Clandestine Scientific & Technical Operations 2 weeks - full-time	16 - 27 Apr	None scheduled
Clandestine Service Records I 2 days - full-time	18 - 19 Jan 15 - 16 Feb 5 - 6 Apr 31 May - 1 Jun	Sep Oct Dec
Clandestine Service Records II 1 week - part-time	22 - 26 Jan 20 - 23 Feb 9 - 13 Apr 4 - 8 Jun	Sep Oct Dec
Clandestine Service Records III 2 days - part-time	26 - 27 Feb 13 - 14 Jun	Sep Dec
Clerical Refresher 4 weeks - part-time (Pretest: Wednesday before start of class)	2 - 26 Jan 5 Feb - 2 Mar 12 Mar - 6 Apr 16 Apr - 11 May 21 May - 15 Jun 25 Jun - 20 Jul	30 Jul - 24 Aug 4 - 28 Sep 8 Oct - 2 Nov 12 Nov - 7 Dec
Clerical Skills Qualifying Test (Typing and Shorthand)	8 Jan 22 Jan 5 Feb 19 Feb 5 Mar 19 Mar 2 Apr 16 Apr 30 Apr 14 May 28 May 11 Jun 25 Jun	9 Jul 23 Jul 6 Aug 20 Aug 4 Sep 17 Sep 1 Oct 15 Oct 29 Oct 12 Nov 26 Nov 10 Dec
Computer Science Courses (OCS)	see page 14	
Counterintelligence Operations 2 weeks - full-time	5 - 16 Mar 18 - 29 Jun	None scheduled

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25X1A

	1973 Jan - Jun	1973 Jul - Dec
Counterintelligence Survey 1 week - full-time	29 Jan - 2 Feb 30 Apr - 4 May	Sep Nov
██████████ Operations Seminar 3 days and 3 evenings	4 - 7 Feb 13 - 16 May	4 - 7 Nov
Effective Briefing 10 weeks - part-time (Friday morning)	5 Jan - 9 Mar 16 Mar - 18 May	7 Sep - 9 Nov
Effective Writing 4 weeks - part-time	8 - 31 Jan 5 - 28 Mar 30 Apr - 23 May	10 Sep - 3 Oct 15 Oct - 7 Nov 12 Nov - 5 Dec
Field Administration 3 weeks - full-time	8 - 26 Jan 5 - 23 Mar 23 Apr - 11 May 11 - 29 Jun	13 - 31 Aug 29 Oct - 16 Nov
Fundamentals of Budgeting 1 week - full time	15 - 19 Jan 29 Jan - 2 Feb 12 - 16 Feb 19 - 23 Mar 16 - 20 Apr 14 - 18 May 18 - 22 Jun	16 - 20 Jul 13 - 17 Aug 17 - 21 Sep 15 - 19 Oct 12 - 16 Nov
Fundamentals of Supervision and Management 1 week - full-time	12 - 16 Feb 19 - 23 Mar 16 - 20 Apr 21 - 25 May	17 - 21 Sep 29 Oct - 2 Nov 3 - 7 Dec
Geography of China 3 weeks - (M-W-F all day)	8 - 26 Jan	10 - 28 Sep
Geography of USSR	Given on request	
Information Reporting, Reports, and Requirements 3 weeks - full-time	8 - 26 Jan 12 - 30 Mar 7 - 25 May	9 - 27 Jul 1 - 19 Oct 26 Nov - 14 Dec

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	1973 Jan - Jun	1973 Jul - Dec
Information Reports Familiarization		
1 week - full-time	12 - 16 Feb 16 - 20 Apr 18 - 22 Jun	10 - 14 Sep 12 - 16 Nov
Instructor Training Workshop	Given on request	
Intelligence and World Affairs	8 Jan - 2 Feb 26 Feb - 23 Mar 9 Apr - 4 May 21 May - 15 Jun	9 Jul - 3 Aug 4 - 28 Sep 15 Oct - 9 Nov 26 Nov - 21 Dec
Intelligence Briefing	TBA	TBA
4 weeks - part-time (M-W)		
Intelligence Production	5 Mar - 27 Apr	17 Sep - 9 Nov
8 weeks - full-time		
Intelligence Research Techniques	Given on request	
4 weeks - part-time		
Intelligence Writing Workshop	9 Jan - 1 Feb 6 - 29 Mar 1 - 24 May	3 - 26 Jul 2 - 25 Oct
4 weeks - part-time (Tu - Th a.m.)		
Introduction to [REDACTED]	12 - 15 Mar	3 - 6 Dec
4 days - full-time		
Introduction to Map Reading & Imagery Analysis	7 - 25 May	5 - 21 Nov
8 days - (M-W-F all day)		
Language Courses	see page 8	
[REDACTED]	Given on request	
	Given on request	

25X1A

25X1A

	1973 Jan - Jun	1973 Jul - Dec
Large Scale Systems Analysis 1 week - full-time	15 - 19 Jan 12 - 16 Mar 7 - 11 May	TBA
Latin American Area Seminar 12 weeks - part-time (usually Tues p.m.)	6 Mar - 22 May	10 Sep - 27 Nov
Management Science for Intelligence 1 week - full-time	23 - 27 Apr	TBA
Managerial Grid 1 week - full-time	4 - 9 Feb 4 - 9 Mar 1 - 6 Apr 13 - 18 May	14 - 19 Oct 11 - 16 Nov 9 - 14 Dec
Microfilm Information Systems Seminar 3 days - full-time	27 Feb - 1 Mar 22 - 24 May	2 - 4 Oct
Midcareer Course 6 weeks - full-time	28 Jan - 9 Mar 22 Apr - 1 Jun	27 Aug - 5 Oct 5 Nov - 14 Dec
Office Management 4 days - full-time	16 - 19 Jan 13 - 16 Mar 15 - 18 May	25 - 28 Sep 27 - 30 Nov
Operations Support 3 weeks - full-time	22 Jan - 9 Feb 12 - 30 Mar 23 Apr - 11 May 4 - 22 Jun	Sep Oct Dec
Orientation for Overseas 3 days - full-time	6 - 8 Feb 6 - 8 Mar 3 - 5 Apr 1 - 3 May 5 - 7 Jun	10 - 12 Jul 14 - 16 Aug 2 - 4 Oct 6 - 8 Nov
 2 weeks - full-time	29 Jan - 9 Feb 28 May - 8 Jun	26 Nov - 7 Dec
Performance Appraisal Workshop 1 day - full-time	20 Feb 29 May	23 Oct 27 Nov

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	1973 Jan - Jun	1973 Jul - Dec
Planning and Control of Work Workshop 1 1/2 days - full-time	22 - 23 Feb 31 May - 1 Jun	25 - 26 Oct 22 - 23 Nov
Politics Workshop 3 days & 3 evenings	As requested by Area Divisions	
Project Officer in the Contract Cycle 1 week - full-time	12 - 16 Feb	17 - 21 Jul 15 - 19 Oct 10 - 14 Dec
Reading Improvement 5 weeks - part-time (Tu - Th)	5 Feb - 7 Mar 2 Apr - 2 May	11 Sep - 11 Oct 6 Nov - 11 Dec
Records Management Seminars File Procedures 1 day - full-time	8 Mar (C of C) 15 Mar (Hqs)	11 Oct (Hqs) 18 Oct (C of C)
Forms Management 1 day - full-time	4 Apr (Hqs) 12 Apr (C of C)	8 Nov (Hqs) 15 Nov (C of C)
Records Disposal 1 day - full-time	13 Feb (Hqs) 15 Feb (C of C)	13 Sep (Hqs) 20 Sep (C of C)
25X1A [REDACTED] 1 day - full-time	3 Jan 17 Jan 31 Jan 14 Feb 28 Feb 14 Mar 28 Mar 11 Apr 25 Apr 9 May 23 May 6 Jun 20 Jun	5 Jul 18 Jul 1 Aug 15 Aug 29 Aug 12 Sep 26 Sep 10 Oct 24 Oct 7 Nov 21 Nov 5 Dec 19 Dec
Senior Seminar 2 months (approx.)-full-time	21 Jan - 23 Mar	16 Sep - 21 Nov
Soviet Bloc Operations 2 weeks - full-time	15 - 26 Jan 2 - 13 Apr 14 - 25 May	6 - 17 Aug Nov

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	1973 Jan - Jun	1973 Jul - Dec
Special Clandestine Operations Orientation for DDS&T 1 week - full-time	19 - 23 Mar	15 - 19 Oct
Special Operations Training 10 weeks - full-time	5 Mar - 11 May	20 Aug - 26 Oct
Special Orientation for Agency Representatives Attending Senior Officer Schools 3 days - full-time	25 - 27 Jun	None given
Support Services Review: Trends & Highlights 1 week - full-time	26 Feb - 2 Mar 23 - 27 Apr 4 - 8 Jun	17 - 21 Sep 29 Oct - 2 Nov 10 - 14 Dec
Survey of Budgeting (O/PPB) 1 week - part-time	12 - 16 Mar	None scheduled
Survey of Intelligence Information Systems 3 weeks - full-time	15 Jan - 2 Feb 21 May - 8 Jun	TBA
USSR Country Survey 2 weeks - full-time	5 - 16 Feb	1 - 12 Oct
25X1A Vietnam Operations [REDACTED] 2 weeks - full-time	12 - 23 Feb 9 - 20 Apr 11 - 22 Jun	13 - 24 Aug 8 - 19 Oct 3 - 14 Dec
25X1A Vietnam Orientation (FE/[REDACTED]) 4 weeks - full-time	8 Jan - 2 Feb 5 - 30 Mar 7 May - 1 Jun	9 Jul - 3 Aug 3 - 28 Sep 29 Oct - 23 Nov
25X1A Vietnam Dependents' Orientation 2nd Tuesday of Vietnam Orientation [REDACTED]	16 Jan 13 Mar 15 May	17 Jul 11 Sep 6 Nov
25X1A [REDACTED] Defensive Driving 5 days - full-time	29 Jan - 2 Feb 26 - 30 Mar 28 May - 1 Jun	30 Jul - 3 Aug 24 - 28 Sep 26 - 30 Nov

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LANGUAGE TRAINING COURSES\*  
(3 students minimum)

Beginning Dates 1973

Course	Type	FT/PT	Length	Jan	Mar	May	Jul	Sep	Nov
Chinese 100	RSU	FT	44 weeks	8	-	-	9	-	-
Chinese 110	RSU	PT	1400 hours	8	-	-	-	10	-
Chinese 500	R	FT	26 weeks	Scheduled on Demand					
Chinese 730	R	PT	40 hours	Scheduled on Demand					
Chinese 781	R	PT	40 weeks	-	-	-	-	4	-
Chinese 782	R	PT	40 weeks	-	-	-	-	4	-
Chinese 783	RSU	PT	40 weeks	-	-	-	-	4	-
Chinese 784	RSU	PT	40 weeks	-	-	-	-	4	-
Chinese 785	RSU	PT	40 weeks	-	-	-	-	4	-
French 100	RSU	FT	28 weeks	8	5	7	9	10	5
French 110	RSU	PT	400 hours	8	5	7	9	10	5
French 120	RSU	FT	13 weeks	8	5	7	9	10	5
French 510	R	PT	400 hours	8	-	-	9	-	-
French 610/615	RSU	PT	38wks-BAHLT	-	-	-	-	10	-

\*For course descriptions see OTR Catalog.

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Beginning Dates 1973

Course	Type	FT/PT	Length	Jan	Mar	May	Jul	Sep	Nov
French 771	RSU	PT	40 weeks	-	-	-	-	4	-
French 772	R	PT	40 weeks	-	-	-	-	4	-
French 773	RSU	PT	40 weeks	-	-	-	-	4	-
French 774	R	PT	40 weeks	-	-	-	-	4	-
German 100	RSU	FT	28 weeks	8	5	7	9	10	5
German 110	RSU	PT	500 hours	8	5	7	9	10	5
German 510	R	PT	500 hours	Scheduled on Demand					
German 610/615	RSU	PT	38wks-BAHLT	-	-	-	-	10	-
Greek 100	RSU	FT	44 weeks	8	-	7	-	10	-
Greek 110	RSU	PT	700 hours	Scheduled on Demand					
Greek 510	R	PT	600 hours	Scheduled on Demand					
Indonesian 100	RSU	FT	24 weeks	-	-	7	-	-	-
Indonesian 120	RSU	FT	12 weeks	Scheduled on Demand					
Indonesian 510	R	PT	250 hours	Scheduled on Demand					

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Beginning Dates 1973

Course	Type	FT/PT	Length	Jan	Mar	May	Jul	Sep	Nov
Italian 100	RSU	FT	28 weeks	8	-	7	-	10	-
Italian 110	RSU	PT	400 hours	Scheduled on Demand					
Italian 120	RSU	FT	13 weeks	Scheduled on Demand					
Italian 510	R	PT	400 hours	Scheduled on Demand					
Japanese 100	RSU	FT	44 weeks	-	5	-	-	10	-
Lao 100	RSU	FT	32 weeks	8	-	7	-	10	-
Persian 100	RSU	FT	36 weeks	8	-	-	-	10	-
Persian 510	R	PT	400 hours	Scheduled on Demand					
Persian 710	R	PT	30 hours	Scheduled on Demand					
Polish 100	RSU	FT	28 weeks	8	-	7	-	10	-
Polish 110	RSU	PT	700 hours	Scheduled on Demand					
Portuguese 100	RSU	FT	30 weeks	8	-	7	-	10	-
Portuguese 120	RSU	FT	13 weeks	8	-	7	-	10	-
Romanian 100	RSU	FT	35 weeks	8	-	7	-	10	-
Romanian 110	RSU	PT	550 hours	Scheduled on Demand					
Romanian 510	R	PT	550 hours	Scheduled on Demand					

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Beginning Dates 1973

Course	Type	FT/PT	Length	Jan	Feb	Mar	May	Jul	Sep	Nov
Russian 100	RSU	FT	52 weeks	8	-	-	7	-	10	-
Russian 110	RSU	PT	700 hours	8	-	-	7	-	10	-
Russian 510	R	PT	650 hours	Scheduled on Demand						
Russian 610/615	RSU	PT	38wks-BAHLT	-	-	-	-	-	10	-
Russian 751	S	PT	Open	Scheduled on Demand						
Russian 752	R	PT	24 hours	-	5	-	7	-	4	-
Russian 753	R	PT	200 hours	-	5	-	-	-	4	-
Russian 754	R	PT	200 hours	-	5	-	-	-	4	-
Russian 755	R	PT	120 hours	-	5	-	-	-	4	-
Russian 756	R	PT	120 hours	-	5	-	-	-	4	-
Russian 757	R	PT	40 hours	-	5	-	-	-	4	-
Russian 758	R	PT	120 hours	-	5	-	-	-	4	-

Course	Type	FT/PT	Length	Beginning Dates 1973					
				Jan	Mar	May	Jul	Sep	Nov
Serbo-Croatian 100	RSU	FT	28 weeks	8	-	7	-	10	-
Serbo-Croatian 110	RSU	PT	700 hours	Scheduled on Demand					
Spanish 100	RSU	FT	28 weeks	8	5	7	9	10	5
Spanish 110	RSU	PT	400 hours	8	5	7	9	10	5
Spanish 120	RSU	FT	13 weeks	8	5	7	9	10	5
Spanish 510	R	PT	400 hours	8	-	-	9	-	-
Spanish 610/615	RSU	PT	38wks-BAHLT	-	-	-	-	10	-
Spanish 761	RSU	PT	40 weeks	-	-	-	-	4	-
Spanish 762	R	PT	40 weeks	-	-	-	-	4	-
Spanish 763	RSU	PT	40 weeks	-	-	-	-	4	-
Spanish 764	R	PT	40 Weeks	-	-	-	-	4	-
Swedish 100	RSU	FT	28 weeks	8	-	7	-	10	-
Swedish 110	RSU	PT	400 hours	Scheduled on Demand					
Swedish 510	R	PT	400 hours	Scheduled on Demand					

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Beginning Dates 1973

Course	Type	FT/PT	Length	Jan	Mar	May	Jul	Sep	Nov
Thai 100	RSU	FT	32 weeks	8	-	7	-	10	-
Thai 500	R	FT	36 weeks	Scheduled on Demand					
Thai 710	R	PT	30 hours	Scheduled on Demand					
Turkish 100	RSU	FT	40 weeks	-	5	-	-	10	-
Vietnamese 100	RSU	FT	44 weeks	8	-	-	-	10	-
Vietnamese 120	RSU	FT	6 weeks	Scheduled on Demand					
Vietnamese 500	R	FT	28 weeks	Scheduled on Demand					
Vietnamese 510	R	PT	350 hours	Scheduled on Demand					

RSU - Reading, Speaking and Understanding  
R - Reading only  
FT - Full-time  
PT - Part-time

For course descriptions see OTR Catalog.

Office of Computer Services Courses (OCS)

	1973 Jan - Jun	1973 Jul - Dec (see below)
ADP I	8 - 11 Jan	
3 days - full-time	20 - 23 Feb	
	14 - 17 May	
Advanced PL/1	25 - 29 Jun	
1 week - full-time		
ALC Macros	20 - 22 Jun	
3 days - full-time		
ASP User	20 Feb	
1 day - part-time	21 Feb	
Batchmon	12 Feb	
1 day - part-time	14 Feb	
CMS Edit	12 Jan	
1 day - part-time	14 Feb	
CMS Exec Files	15 May	
1 day - part-time	18 May	
CP Console Functions	12 Feb	
1 day - part-time		
DDS&T Career Development #7	29 Jan - 2 Feb	
1 week - full-time		
Fortran IV	12 - 23 Mar	
2 weeks - full-time		
JCL Workshop	30 Apr - 4 May	
1 week - full-time		
OS Dumps	29 - 30 May	
2 days - full-time		
OS Theory	2 - 6 Apr	
1 week - part-time		

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1973  
Jan - Jun

1973  
Jul - Dec

(see below)

OS Utilities  
3 days - full-time

7 May  
10 May  
11 May

Systems Analysis I  
1 week - full-time

9 - 13 Apr

Systems Analysis II  
1 week - full-time

4 - 8 Jun

Variable Length Records in PL/1  
1 day - full-time

30 Mar

Proposed Courses Jul - Dec 1973  
(Dates to be announced)

1973  
Jul - Dec

ADP I  
3 days - full-time

Advanced PL/1  
1 week - full-time

ALC 1  
1 week - full-time

ALC 2  
1 week - full-time

ALC Workshop  
4 days - full-time

APL  
1 week - part-time

Basic PL/1  
1 week - full-time

Batchmon  
1 day - part-time

Calcomp  
1 day - part-time

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1973  
Jul - Dec

CMS Edit & Libraries  
1 day - part-time

CMS Exec Files  
1 day - part-time

COM  
1 day - part-time

CP Console Functions  
1 day - part-time

CP/CMS Open Discussion  
1 day - part-time

File Design  
3 days - part-time

Flowcharting  
1 week - full-time

Intermediate PL/1  
1 week - full time

JCL Workshop  
1 week - full-time

OS Theory  
1 week - part-time

PL/1  
4 days - full-time

S/360/370 Introduction  
1 week - full-time

Script  
1 day - part-time

Structured Programming  
1 week - full-time

Structured Programming Workshop  
4 days - full-time

Systems Analysis I  
1 week - full-time

Systems Analysis II  
1 week - full-time

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